MB 2

Computing and Systems Division
Records Management Branch

RECORDS MANAGEMENT GUIDELINES

ADMINISTRATIVE RECORDS DISPOSITION GUIDE

Second Edition, February 1977

Alberta
GOVERNMENT SERVICES

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Records management

RECORD OF AMENDMENTS

The amendments promulgated in the undermentioned Amendment Lists have been made in this publication.

Amendment	Entered By	Date	Amendment	Entered By	Date
p. 49					
p. 60					
p. 104					
Table of Contents					

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ADMINISTRATIVE RECORDS DISPOSITION GUIDE

I. PREFACE

A. INTRODUCTION

FROM: A. D. Ridge,
Secretary,
Public Records Committee.

DRO #75

TO: ALL DEPARTMENTAL RECORDS OFFICERS

SUBJECT: ADMINISTRATIVE RECORDS DISPOSITION GUIDE

This guide for the disposition of administrative records common to most departments, boards and agencies was approved in general terms by the Public Records Committee on 2nd December, 1975, and it is intended to serve as a guideline to enable the Committee to evaluate departmental requests for disposition authority.

The schedules are also intended as a guideline to your department and I would appreciate it if you could cite page references as and when you prepare schedules of such materials.

The Committee recognizes that the revisions are to be anticipated and encourages any comments and suggestions which you would wish to make.

The attached schedules then are intended as a guideline to advise you on periods of retention acceptable to the Public Records Committee. You will, of course, continue to be required to submit detailed schedules to the Committee for continuing disposition authority.

If you wish to use the guide intact, DRO's should apply for authority referring to the guide as your official listing.

A. D. Ridge,
Secretary,
Public Records Committee.

B. PURPOSE AND DEFINITIONS

These schedules apply to all departments and agencies governed by the Government Services Act, and their application and use should be encouraged within the Government of Alberta. They are designed to help and, in fact, they encourage departments and agencies to reduce the volume of their active and dormant records and to eliminate non-current records holdings in certain large common fields of administrative services. The schedules originated from the Public Records Committee and have been planned with several objectives in mind:

1. to secure standard records retention periods in the departments and agencies for administrative records;

2. to eliminate the time-consuming procedure in which each department or agency individually prepares schedules for the same categories of administrative records;

3. to achieve efficiency and economy in the areas of space, equipment and staff through,

   (a) systematic transfer of housekeeping records to dormant storage in the departments and agencies or the Alberta Records Centre, and

   (b) orderly destruction of administrative records no longer of value;

4. to ensure the preservation and transfer to the Provincial Archives of Alberta of administrative records of archival value;

5. to differentiate clearly between administrative records on the one hand and operational records peculiar to your department;

6. to aid the development of sound file classification systems in the departments and agencies through,

   (a) standardization of records descriptions, and

   (b) suggested arrangement of subjects in a fashion which will contribute to good filing methods.

These schedules constitute a guide for the destruction of administrative housekeeping records. To clarify the purpose of these schedules it is necessary to define certain terms:

(a) Public Records

All original documents, parchments, manuscripts, records, books, maps, plans, photographs, magnetic tapes, microfilm or other documentary materials regardless of physical form owned by and in the possession of a department.

(b) Records Schedules

Lists of public records approved by the Public Records Committee indicating;

(i) the length of time each type of record may be or should be retained in the active records areas of departments or agencies before transfer to non-current storage, and

(ii) the length of time each type of record must be retained before final disposition.

(c) Policy Records

Throughout these schedules the word "policy" appears. Commonly in government circles this word has a wide range of meaning;

(i) it reflects departmental procedures, regulations, rulings and decisions, and

(ii) it documents and shows implementation of high-level management decisions.

Any significant policy records should be referred to the Provincial Archives of Alberta for final disposition.

(d) Non-Current Records

Those records of a department or agency that are not required constantly for current use in the department or agency and need not be maintained in office space and equipment.

A yardstick sometimes used to judge whether or not records are non-current is that applied by records centres. Records which are still used and which average no more than one inquiry per cubic foot per month are considered non-current records. This yardstick applies only to records in bulk of more than three or four filing cabinets such as a designated group of records of one department.

(e) Housekeeping Records

Records pertaining to housekeeping activities common to all departments such as everday personnel, financial, purchasing and property-control actions and administrative services.

(f) Operational Records

Records created by a department or agency while carrying out its basic functions as described in the acts it administers.

C. COVERAGE

Some departments and agencies will not have all of the types of records listed in these schedules. Other departments will have far more specialized and detailed records than those covered here. These schedules are designed to accommodate most departments and agencies in common records areas. They deal with housekeeping records and not with the operational records created by departments and agencies while carrying out their basic functions.

Where a central agency has a prime responsibility for a certain government-wide operation, then that department must submit a special schedule to secure authority for destruction of records reflecting that operation. These central agencies, however, can use these General Schedules for housekeeping records pertaining to their own departmental operations.

In central service agencies such as Audit, Treasury, Government Services, Personnel Administration Office, and others, there will be operational records which bear the same subject title as some of those listed in these schedules. When they are operational records of that agency, their disposition is shown in this guide so that other departments know how long similar records are held by custodial departments or agencies.

D. RETENTION PERIODS

The format adopted in the guide illustrates:

(a) the retention of multi-part forms so duplicate copies can be discarded at earlier stages

(b) the distinction between field office records which are usually duplicated at Headquarters

(c) the official custodian of master files when records are duplicated in other departments; e.g., the official custodian for financial records is the Provincial Audit.

Except where otherwise indicated, the retention periods are given in years, but they do not necessarily correspond to the calendar year, January 1 to December 31. What is implied is simply a period of years which could be applied at any month of the year.

Where applicable in the schedules, for items with a long retention period, a recommendation is made concerning the place of retention of the records. The record in its dormant life is to be stored in a non-current area, whether the area is a departmental records storage area or a records centre, for the years indicated.

E. RECORDS LOCATION AND TRANSFER

Since these administrative schedules deal primarily with records of short-term retention, most of the records listed will be destroyed within two years or less. Within such a short lifetime, it is usually not worthwhile transferring records from active to dormant areas. For those records, however, which have a lifetime of longer than two years there should always be a transfer from the active records areas to non-current storage, and the time for this transfer is clearly indicated on the schedule.

Under the terms of the Government Services Act, the Provincial Records Management Branch provides economical records centre storage facilities in Edmonton. Departments are encouraged to use these facilities, complying with the Public Records Committee's policies and directives.

For transfer of records to the Records Centre in Edmonton, phone the Head of the Alberta Records Centre of the Provincial Records Management Branch at 427-8783.

F. ARCHIVAL RECORDS

There are some records which may be of historical interest and long-term research value after their administrative value expires. These records properly belong in the Provincial Archives of Alberta. Records personnel can assist the Provincial Archives materially by watching for types of records in which the Archives might be interested, and segregating these records for transfer to the Archives after their administrative value expires.

In these administrative schedules the archival interest has been indicated in two ways:

(i) by a statement that after expiry of the retention period indicated the records should be transferred intact to the Provincial Archives for permanent retention, or

(ii) through a statement that after expiry of the retention period the Provincial Archives should have an opportunity to examine the records to select certain ones for retention.

This second technique is called "selective retention". The authority for destruction exists, but the Provincial Archives is entitled to make a selection from the records involved before the authority is applied.

G. RECORDS DESTRUCTION REPORTING

Instructions will be issued at a later date.

H. APPLICATION OF SCHEDULES

Departments and agencies can apply these or any other schedules with a minimum of labour and inconvenience by using well-established scheduling techniques. Most of these techniques are geared to proper records classification.

Any good arrangement of records will provide, from the time of creation, for the separation of the permanent or long-term records from the temporary or short-term records. There are several methods of such separation, the best-known of which is probably cutting-off, or breaking the file. This "cut-off" (or "break" as it is known) can be achieved in several ways.

One technique is simply that of having separate policy and routine files for significant subjects. The policy file grows slowly, is cut off infrequently and has a longer retention period than the routine file. The routine file usually expands rapidly, is cut off (or closed off) regularly, transferred to storage areas and destroyed after a relatively short period of time. The cut off can be based upon a period of time such as a calendar or fiscal year, or on the completion of an action or an event such as the settlement of a court case or the disposal of a piece of property or equipment.

For subjects in which new volumes are created frequently, the fi'es can be broken not only by year but also by volume within that year. For example, for any given subject the volumes will be arranged numerically within each year. When the schedule is being applied there will be no need to remove some papers from a file and retain the others. If the volume number contains the year, e.g. volume 1 of 1968, expressed as 1/68 or 1(68), then all records are immediately identified as to year. Commonly, individual volumes of files span a period of more than one year. In these cases departments normally indicate the dates covered either by the use of a code or through stamping on the file jacket the first and last years covered. If a record has a two-year retention period in an active records area, any closed volume is immediately identified and removed for destruction or for transfer to a storage area. Thus, time is not wasted in checking files for date coverage, or in re-arranging volume numbers.

The important point about any schedule is that it should be arranged to eliminate entirely, or almost entirely, weeding, stripping or reviewing files before they are retired. Such weeding is almost always unjustified because of the large expense in man hours.

SCHEDULE 1

ADMINISTRATION

Schedule 1 reflects the administrative services of the various departments or agencies. The Administration Branch, as well as other branches of a department, will also be interested in records relating to finance, personnel, buildings, lands and properties, equipment and supplies. Separate schedules have been provided for these latter categories.

The Administration Schedule includes such large records areas as: administrative services; associations and societies; campaigns and canvassing; committees, boards, etc; investigations and boards or courts of inquiry; legal matters; acts and legislation; regulations, orders, instructions and directives; visits, tours and itineraries, etc. There are many smaller records holdings also included in this schedule.

Cases may arise in which the retention period will not be sufficient for individual circumstances. In such cases the records could be retained for an additional length of time sufficient to satisfy departmental needs.

Alberta

SCHEDULE ONE
ADMINISTRATION

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
General		Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		Consult Archives		
		Routine Includes general subjects relating to the administrative functions and activities not shown elsewhere in the administrative block.	Head	N/A		When superseded or obsolete		
			Field	N/A				
Accidents	General	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A				
		Routine Correspondence and reports relating to accidents involving equipment other than motor vehicles. For personal accidents and injuries see personnel series.	Head	N/A		2 yrs. after settlement of claim		
			Field	N/A				
		Accident/Loss Report Form 2-74	Head	5	Co-ordinator	2 yrs. after settlement of claim		
			Field		Department Reed Shaw	" " " " Responsibility of Reed Shaw		
					Company	Responsibility of Company		
				**	Treasury Administration	5 yrs. after settlement of claim		
					** Master Copy Held By			

* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.

SYMBOLS: ARC ALBERTA RECORDS CENTRE
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SCHEDULE ONE
ADMINISTRATION

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
	Motor Vehicles	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A				
		Routine						
		Correspondence, reports, investigations, and claims relating to individual motor vehicle accidents.	Head	N/A		2 yrs. after settlement of claim		
			Field	N/A				
		Accident/Loss Report Form 2-74	Head	5	Co-ordinator	2 yrs. after settlement of claim		
			Field		Department	" " " "		
					Reed Shaw	Responsibility of Reed Shaw		
					Company	Responsibility of Company		
				**	Treasury Administration	5 yrs. after settlement of claim		
	Prevention and Safety	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A				

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SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		Routine Correspondence, memorandums and other records relating to specific accident prevention programs.	Head Field	N/A N/A		3	0	3
Acts and Legislation	General	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		When superseded or obsolete Consult Archives		
		Routine Correspondence of a general nature relating to acts and legislation, debates, throne speech material, by-laws.	Head Field	N/A N/A		Before disposal consult Provincial Archives.		
	Public Inquiries	Questions in the Legislative Assembly. Ministerial and departmental investigations.	Head Field	N/A N/A		2 2 Consult Provincial Archives.	8 8	10 10
	Departmental	Individual departmental bills, acts, statutory orders and regulations; correspondence, working papers, etc. leading to their preparation and amendment.	Head Field	N/A N/A		When superseded or obsolete. Before disposal consult Provincial Archives.		

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	Orders in Council - Administrative	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A				
		Routine Copies of orders in council, treasury minutes, correspondence.	Head	N/A		Until superseded or obsolete. Master copy forwarded to Archives by Executive Council.		
			Field	N/A				
	Orders in Council - Operational	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A				
		Routine Copies of orders in council, correspondence.	Head	N/A		Until superseded or obsolete. Master set forwarded to Archives by Executive Council.		
			Field	N/A				

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SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
Agreements		Correspondence relating to federal, provincial, municipal and foreign as well as the actual documents.	Head Field	N/A N/A		1 yr. after termination of agreement. Before disposal consult Provincial Archives.		
Appreciation and Inquiries		Letters of appreciation, complaint, congratulation, criticism and condolence.	Head Field	N/A N/A		1	0	1
Associations, Clubs, Societies		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Proceedings, minutes, annual reports, financial statements, membership and fees, etc. relating to associations, clubs, federations, foundations, leagues, orders, societies and other similar organizations.	Head Field	N/A N/A		2 Consult Archives.	0	2
		* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.						

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SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
Books and Publications	General	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A				
		Routine						
		Requests to Public Affairs Bureau for books and publications. Public Affairs handles all aspects of production.	Head	N/A		2	0	2
			Field	N/A				
	Sales and Distribution	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A				
		Routine						
		Mailing Lists.	Head	N/A		2	0	2
			Field	N/A				
Campaigns	United Way	Correspondence.	Head	N/A		2	0	2
			Field	N/A				
Committees	General	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A				

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		Routine Correspondence on the establishment, organization, functions (meaning responsibility or purpose rather than activities), notices, reports, etc. of boards, commissions, committees, councils, groups, panels, royal commissions, sub-committees, task forces, working groups.	Head Field	N/A N/A		Until superseded or obsolete. Consult Archives.		
		Reports				2	3	5
						Consult Archives.		
	Agenda - Minutes	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Agenda - Minutes of Committees.	Head Field	N/A N/A		2 Before disposal consult Provincial Archives.	3	5
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Communications	Telephone	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Requests for and correspondence relating to the installation and maintenance of telephone facilities.	Head Field	N/A N/A		2	0	2
	Teletype	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Requests to and correspondence with Alberta Government Telephones relating to the installation and maintenance of TWX teletype system.	Head Field	N/A N/A		3	0	3
Conference, Meeting, Symposium		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5

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		Routine Correspondence on the establishment organization, functions, agenda, minutes, reports, etc. and participation in conferences, meetings, symposia and seminars, authorization.	Head Field	N/A N/A		2 And superseded or obsolete. Consult Archives.	0	2
		Reports				2 Consult Archives.	3	5
Data Processing Services		Policy* Records containing statements of or amendments to policies and procedures.	Head or Field	N/A N/A		2	3	5
		Routine Correspondence and reports relating to installation, repair and alteration of computer terminals, programs (program compiles) and use of computer facilities.	Head or Field	N/A N/A		Until superseded or obsolete.		

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Duplicating and Reproduction Services		Policy* Records containing statements of or amendments to policies and procedures.	Head or Field	N/A N/A		2	3	5
		Routine Correspondence with and requests to Public Affairs Bureau regarding reproduction of specific items.	Head or Field	N/A N/A		1	0	1
		Printing and Duplicating Requisitions	Head or Field	** 3	**Public Affairs Bureau Public Affairs Bureau Department/Branch	3 1 1	0 0 0	3 1 1
Emergency Measures		Policy* Records containing statements of or amendments to policies and procedures relating to the continuation of operations of a department in the event of an emergency.	Head or Field	N/A N/A		2	3	5
		Routine Correspondence, memorandums and reports relating to specific civil defense exercises.	Head or Field	N/A N/A		3	0	3
		* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.				Consult Archives.		
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Forms Management	General	Policy* Records containing statments of or amendments to policies and procedures.	Head	N/A		Until superseded or obsolete.		
			Field	N/A				
		Routine Requests for new forms, design of forms, coding system.	Head	N/A		1	0	1
			Field	N/A				
	Forms Control	Functional files, varitype masters, printers plates.	Head	N/A		Until form superseded or obsolete.		
			Field	N/A				
Information Services	Exhibits	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A				
		Routine Project files relating to specific exhibits.	Head	N/A				
			Field	N/A				
	Press Clippings	Press clippings files.	Head	N/A		1	0	1
			Field	N/A				
	Press Releases	Departmental press releases.	Head	N/A		3	0	3
			Field	N/A		Before disposal consult Provincial Archives.		

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	Publicity and Advertising	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Files relating to specific campaigns which include correspondence, proposals, reports and contacts with media.	Head Field	N/A N/A		3	0	3
	Mailing Lists	Lists	Head Field	N/A N/A		Until superseded or obsolete.		
	Public Addresses	Routine Correspondence relating to speaking engagements.	Head	N/A		1	0	1
		Public addresses by senior government officials.	Field	N/A		2	3	5 Before disposal consult with Provincial Archives.
Legal Matters		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.						
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		Routine Correspondence, decisions, rulings and opinions.	Head Field	N/A N/A		2 And superseded or obsolete Before disposal consult with Provincial Archives.	3	5
Library	Departmental	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Book lists; correspondence with book publishers and other agencies relating to purchases; information on new publications, inter-departmental loans.	Head Field	N/A N/A		2	0	2

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Mail and Postal Services		Policy* Records containing statements of or amendments to policies and procedures of Central mail and courier service and department mail operations and Post Office regulations.	Head Field	N/A N/A		2	3	5
		Routine Correspondence relating to the Canada Post Office, postal and mail functions, postal code directory, inquiries and reports on lost or damaged mail.	Head Field	N/A N/A		2	0	2
	Registered Mail	Receipts	Head Field	N/A N/A		6 mos.	0	6 mos.
	Internal and External Messenger Service	Timetables, location of mail stations, request for deliveries or pick-ups.	Head Field	N/A N/A		1 And superseded or obsolete.	0	1
Systems and Procedures	General	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5

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		Routine Requests for management consulting services.	Head Field	N/A N/A		2	0	2
	Project Systems Studies	Correspondence and reports relating to specific studies, time studies, process and flow charts.	Head Field	N/A N/A		2	3	5
						And superseded or obsolete. Before disposal consult Provincial Archives.		
Public Complaints	Ombudsman	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A				
		Routine Correspondence with and reports to Ombudsman.	Head Field	N/A N/A		Consult Archives.		
Plans and Planning		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5

* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.

SYMBOLS: ARC ALBERTA RECORDS CENTRE
SA SEMI ACTIVE STORAGE

DATE ..12/75.

Alberta

SCHEDULE ONE
ADMINISTRATION

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		Routine Correspondence relating to future needs.	Head Field	N/A N/A		2 And superseded or obsolete.	3	5
Records Management	General	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Correspondence relating to the records management program; access to public records; microfilming of records.	Head Field	N/A N/A		2 And superseded or obsolete.	3	5
	File Classification System	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Correspondence relating to the development, adoption and implementation of subject file classification systems; procedures and techniques for maintaining files.	Head Field	N/A N/A		10 Before disposal consult Provincial Archives.	0	10

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SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
	Studies	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
						And superseded or obsolete.		
		Routine Reports, conversion plans, micro-film feasibility studies.	Head Field	N/A N/A		2	3	5
	Records Disposition	Policy* Policies and procedures used for the creation of records retention and disposal schedules; the obtaining of the Public Records Committee's approval to destroy or transfer records outside the government.	Head Field	N/A N/A	Master Copy held by Provincial Archives.	2	3	5
		Routine Includes Request For Records Disposition Authority.	Head Field	N/A N/A	Master Copy held by Provincial Archives.	Until superseded or obsolete.		
Regulations and Directives		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		Until superseded or obsolete.		
		* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.						

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SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		Routine Memorandums, circulars.	Head Field	N/A N/A		Until superseded or obsolete.		
Reports		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Annual, monthly, department, branch.	Head Field	N/A N/A		2 After publication. And superseded or obsolete. Before disposal consult Provincial Archives.	0	2
Security	General	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5

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		Routine Includes the administration of security regulations for the handling of documents, exchange and release of information.	Head Field	N/A N/A		3 And superseded or obsolete.	0	3
	Personnel	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Includes the administration of the personnel security program involving clearances of personnel, passes, identification methods, individual security clearance case files.	Head Field	N/A N/A		Destroy one year after transfer or resignation of employee.		
	Commissionaire and Security Services	Correspondence with Canadian Corps of Commissionaires and private security agencies.	Head Field	N/A N/A		2	3	5
	Physical	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5

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SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		Routine Correspondence relating to the physical security of buildings installations or facilities; protective alarms and intrusion detection systems; use of locks, keys and combinations; requirements for sensitive areas requiring special protective measures.	Head Field	N/A N/A		3 And superseded or obsolete.	0	3
	Fire	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Correspondence relating to educational programs for staff fire drills, etc. Fire reports, investigations.	Head Field	N/A N/A **	Fire Commissioner's Office to retain 10 yrs.	3 3 yrs. after fire, consult Provincial Archives records.	0	3
Surveys		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5

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ADMINISTRATION

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		Routine Questionnaires.	Head Field	N/A N/A		3	0	3
Transportation	Departmental	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Files on individual vehicles.	Head Field	N/A N/A		1 yr. after disposal of vehicle.		
	Rented Vehicles	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Correspondence with rental agencies, rental agreements and individual vehicle files.	Head Field	N/A N/A		1 yr. after disposal of and audit completed.		

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ADMINISTRATION

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		DPC 156 Time Certificate - Truck Haul	Head or Field	4**	Data Processing Cntr. Department Engineer Employee	3 mos 2 1 1	0 2 0 0	3 mos 4 1 1
	Taxis	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine	Head Field	N/A N/A		2	0	2
Word Processing		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Request for service, correspondence on job related problems.	Head Field	N/A N/A		2	0	2

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SCHEDULE 2

BUILDING AND ACCOMMODATION

Schedule 2 covers certain specific, easily-defined records areas. Departments and agencies establish their accommodation requirements in lands and/or buildings. They acquire such accommodation through purchase or rental of existing buildings and lands or through construction of new buildings. They allocate space. They alter and develop accommodation to suit their needs. They maintain and service. Finally, when they no longer require these properties, they dispose of them by sale, by transfer or by terminating leases. Records of certain services or facilities also belong in this schedule. These would include records of the installation of major utility services such as plants for heating and lighting, communications systems, water and sewerage networks and so on.

Two central agencies, Alberta Housing and Public Works and Government Services, are entrusted with large responsibilities in this area. Therefore, a certain amount of duplication of records holdings is inevitable between an individual department and the central agencies.

Cases may arise in which the retention period indicated will not be sufficient for individual circumstances. In such cases the record could be retained for an additional length of time sufficient to satisfy the departmental needs.

Alberta

SCHEDULE TWO
BUILDING & ACCOMMODATION

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
General		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Includes correspondence of a general nature relating to buildings and properties including sites.	Head Field	N/A N/A		3 And superseded or obsolete.	0	3
Accommodation	General	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Correspondence relating to current and future planning and requirements including plans for expansion allocation of space, offers of space.	Head Field	N/A N/A		5	0	5
Buildings	General	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5

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BUILDING & ACCOMMODATION

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		Routine Correspondence of a general nature relating to buildings such as building directories, addresses and locations, elevator services.	Head Field	N/A N/A		3	0	3
	Alterations and Repairs	Policy* Records containing statements of or amendments to policies and procedures.				2	3	5
		Routine Correspondence relating to the alteration and repair of buildings and structures other than utility systems. Also includes the following forms.				3	0	3
		Requisition to Government Services	Head or Field	** 4	Government Services Government Services Branch Accounts Office	2 2 1 2	2 2 0 0	4 4 1 2
	Individual	File per building either owned or leased: documents, agreements, etc.	Head Field	N/A N/A		Retain until building vacated or demolished.		

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SCHEDULE TWO
BUILDING & ACCOMMODATION

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		Routine Emphemeral material regarding building.				3	0	3
						Consult Archives.		
	Cafeterias	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Correspondence on extension of facilities, complaints regarding food or services.	Head Field	N/A N/A		3	0	3
	Maintenance	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Correspondence re: painting, janitorial and cleaning operations.	Head Field	N/A N/A		3	0	3
	Parking Facilities	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.						
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SCHEDULE TWO
BUILDING & ACCOMMODATION

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		Routine Lists of staff with stalls assigned correspondence with staff relating to parking arrangements, additional stalls required.	Head Field	N/A N/A		5 If superseded or obsolete.	0	5
	Plans and Specifications	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Blueprints, and specifications on each building the department occupies.	Head Field	N/A N/A		Retain until building vacated or demolished. Consult Archives.		
Lands	General	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Proposals to acquire land for building or warehouse or experimental purposes.	Head Field	N/A N/A		Until superseded or obsolete.		

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BUILDING & ACCOMMODATION

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
Utilities	General	Policy* Records containing statements of or amendments to policies and procedures.				2	3	5
		Routine Correspondence relating to the installation, operation, maintenance and repair of utility systems and facilities.				2	0	2
		Requisition to the Department of Government Services. 2602-512	Head or Field	**	Government Services Government Services Branch Accounts Office	2 2 1 2	2 0 0 2	4 2 1 4
	Air Conditioning and Ventilation	Correspondence	Head Field	N/A N/A		2 If superseded or obsolete.	3	5
	Electric Light and Power	Correspondence	Head Field	N/A N/A		2 If superseded or obsolete.	3	5
	Garbage Disposal	Correspondence	Head Field	N/A N/A		2 If superseded or obsolete	3	5
	Heating	Correspondence	Head Field	N/A N/A		2 If superseded or obsolete.	3	5

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SCHEDULE 3

EQUIPMENT AND SUPPLIES

Schedule 3 documents the functions of obtaining, issuing, maintaining and repairing equipment and supplies, keeping inventories, reporting procurement needs, and arranging disposal or "write-off" of obsolete or surplus equipment and supplies. Procurement is a key aspect of this section. Procurement files normally include requisitions, contract demands, tenders, purchase and local purchase orders, invoices and routine correspondence.

This schedule deals with the official records maintained by the Accounts Branch of each department or agency, and with the many duplicate records maintained by other divisions, smaller branches and sections for their own convenience.

The retention period for most of the items in this schedule is short. Once a department has secured the equipment or supplies desired, it has little further administrative interest in the records and seldom refers to it. The records itself thereafter becomes basically a financial or legal tool, of interest as part of the payment process, to the departmental financial or accounts branch and to the Provincial Audit.

There is an overlapping and duplication of records in this schedule in several ways:

1. Financial records of payment are maintained by the Provincial Audit. These records are described in the schedule entitled "Finance".

2. The Department of Government Services maintains records which partly or completely duplicate the departmental records of equipment and supplies.

3. Within the Purchasing Agency itself there is usually duplication of records filed in various ways, i.e. by serial number, by contractor or supplier, by requisitioning branch, etc.

4. Divisions and branches or departments normally maintain reference copies of equipment and supplies records for short periods of time until their requirements are filled.

Cases may arise in which the retention period indicated will not be sufficient for individual circumstances. In such cases, the record could be retained for an additional length of time sufficient to satisfy departmental needs.

Alberta

SCHEDULE THREE
EQUIPMENT & SUPPLIES

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
General		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Includes correspondence relating to the overall administration of material management, of procurement and supply operations not shown elsewhere in this block.	Head Field	N/A N/A		2	0	2
Audio-Visual Equipment		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Requests to central agency for use of Audio-Visual equipment, information on contemplated department purchases.	Head Field	N/A N/A		1	0	1
	Individual Equipment File	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.						
		SYMBOLS: ARC ALBERTA RECORDS CENTRE SA SEMI-ACTIVE STORAGE						

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SCHEDULE THREE
EQUIPMENT & SUPPLIES

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT.	SA or ARC	TOTAL
		Routine individual file for each major piece of machinery which would include blueprints, manuals and specifications, cost, maintenance. Complete history of machine.	Head Field	N/A N/A		One year after disposal of equipment.		
Depreciation		Policy* Records containing statements of or amendments to policies and procedures.				2	3	5
		Routine Correspondence.				3	0	3
		Depreciation Schedules.	Head Field	2**	Department Audit	Until Obsolete. Until Obsolete.		
Information	Inquiries, Prices, Samples	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5

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EQUIPMENT & SUPPLIES

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		Routine Correspondence, technical data, equipment catalogues and manuals, documents reflecting the price list of items.	Head Field	N/A N/A		1 If superseded or obsolete.	0	1
Inspections		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2	3	5
		Routine Reports and correspondence relating to inspection of equipment prior to purchase and damages during transit.	Head Field	N/A N/A		Until claim is settled if any.		
Inventories		Policy* Records containing statements of or amendments to policies and procedures.				2	3	5
		Routine Correspondence.				2	0	2
		Inventory Listings.	Head or Field	3	Branch Department	Retain only latest version Retain only latest version		
		* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.		**	Audit	Consult Archives. Retain indefinately.		
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SCHEDULE THREE
EQUIPMENT & SUPPLIES

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
Office Machines and Machinery	Individual Machine	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A				
		Routine Individual file for each major piece of machinery which would include blueprints, manuals and specifications, cost, maintenance. Complete history of machine.	Head	N/A		One year after disposal of equipment.		
			Field	N/A				
		DPC 158 Time Certificate - Miscellaneous Equipment	Head or Field	4**	Date Processing Ctr.	3 mos	0	3 mos.
					Department	2	2	4
					Engineer	1	0	1
					Employee	1	0	1
	Maintenance and Repair	Policy* Records containing statements of or amendments to policies and procedures.				2	3	5
		Routine Correspondence.				2	0	2
		Direct Purchase Order DPC 9	Head or Field	5	Vendor's Copy	Vendor's Responsibility		
					Department Copy	2 years		
					Branch	1 year		
					**Audit	4 years		
					Purchasing Agency	4 years		

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SCHEDULE THREE
EQUIPMENT & SUPPLIES

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
Procurement and Purchases	Purchase Orders	Policy* Records containing statements of or amendments to policies and procedures.				2	3	5
		Routine Correspondence leading to purchase.				2	0	2
		Direct Purchase Order DPC 9	Head or Field	5 ** **	Vendor's Copy Department Copy Branch Copy Audit Copy Purchasing Agency Copy	Vendor's Responsibility 2 years 1 year 4 years 4 years		
		Interdepartmental Order DPC 12 Acquisition Proposal	Head or Field	** 4	Vending Department Data Processing Ctr. Issuing Department Branch	4 years 3 mos. 3 years 1 year		
	Rentals Through Purchase Orders	Policy* Records containing statements of or amendments to policies and procedures.				2 Expiration rental.	3	5
		Routine Correspondence.				2	0	2
		* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.						
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EQUIPMENT & SUPPLIES

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		Direct Purchase Order DPC 9	Head or Field	5	Vendor's Copy	Vendor's Responsibility		
					Department Copy	2 years	after	
					Branch Copy	1 year	expira-	
				**	Audit Copy	4 years	tion of	
					Purchasing Agency Copy	4 years	rental	
		DPC 155 Time Certificate - Equipment Rental	Head or Field	4**	Data Centre	3 mos. 0		3 mos.
					Department	2 yrs. 2		4 yrs.
					Engineer	1 yr. 0		1 yr.
					Employee	1 yr. 0		1 yr.
	Purchase Requisitions	Policy* Records containing statements of or amendments to policies and procedures.				2	3	5
		Routine Correspondence				2	0	2
		Requisition Only on Purchasing Agency DPC 8	Head or Field	** 5	Purchasing Agency Copy	2 yrs. 2		4 yrs.
					Audit Copy	2 yrs. 2		4 yrs.
					Departmental Copy	2 yrs. 0		2 yrs.
					Branch	1 yr. 0		1 yr.
					Receiving Copy	1 yr. 0		1 yr.

* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.

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SCHEDULE THREE
EQUIPMENT & SUPPLIES

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		Continuation Requisition DPC 8C	Head or Field	5	Purchasing Agency Copy	2 yrs	2	4 yrs
					Department Copy	2 yrs	0	2 yrs
					Data Processing Ctr	2 yrs	2	4 yrs
					Branch Copy	1 yr	0	1 yr
					Receiving Copy	1 yr	0	1 yr
Surplus Assets	Government Services	Policy* Records containing statements of or amendments to policies and procedures.				2	3	5
		Routine Correspondence.				2	0	2
		Government Services Declaration Forms ACB 2	Head or Field	3**	Government Services	3	0	3
					Audit	2	2	4
					Department/Branch	1	0	1
	Used Furniture Warehouse	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A				
		Routine Correspondence regarding surplus furniture, filing cabinets.	Head	N/A		2	2	4
			Field	N/A				

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SCHEDULE 4

FINANCE

Schedule 4 deals with departmental and agency financial records apart from those maintained by the Provincial Auditor. There is a considerable duplication of routine financial records in this schedule because of the large responsibilities of the Provincial Auditor. The Provincial Audit records, which are retained for a longer period than departmental records, are considered sufficient to satisfy the legal requirements of the government departments. Therefore, shorter retention periods have been set for the departmental records in this schedule.

This schedule deals with the official financial records maintained by the Accounts Branch of each department or agency and with the many duplicate records maintained by other branches or smaller divisions and sections for their own convenience.

This schedule covers records reflecting the receipt, control and expenditure of public funds, and the departmental controls exercised over these functions. It includes such records as: accounts payable, allotments, appropriations and disbursements, audits and auditing, claims, contracts, debts to and from the Crown, estimates, expense accounts of all types, funds, grants, imprest accounts, petty cash, revenue, etc. It does not include salary and pay records which will be found in the Personnel Schedule. Nor does this schedule include procurement records other than records of payment for equipment and supplies.

Cases may arise in which the retention period indicated will not be sufficient for individual circumstances. In such cases the record could be retained for an additional length of time sufficient to satisfy departmental needs.

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SCHEDULE FOUR
FINANCE

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
General		Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A				
		Routine Includes correspondence relating to financial management functions and plans not shown elsewhere in this block.	Head	N/A		2	0	2
			Field	N/A		2	0	2
						And superseded or obsolete. Consult Archives.		
Accounts and Accounting	General	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A				
		Routine Includes correspondence relating to the general administration of accounting systems and procedures; public accounts plus memoranda, ledgers and vouchers.			Original held by Audit for four years.	3	0	3
						Consult Archives.		

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SCHEDULE FOUR
FINANCE

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT.	SA or ARC	TOTAL
	Accountable Advances	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence, ledgers and schedules.	Head	N/A		3	0	3
			Field	N/A		3	0	3
	Imprest Accounts	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence and vouchers.	Head	N/A		3	0	3
			Field	N/A		3	0	3
		Cancelled cheques, duplicate cheques, and unclaimed cheques.				2	4	6
	Cash	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Correspondence relating to cash control records plus ledgers, cash register tapes, cash blotters, cash receipt journals, cashiers day books.	Head	N/A		4	0	4
			Field			4	0	4
		* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.						

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SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
	Payable	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
		Routine						
		Includes correspondence relating to payable accounts other than by name of supplies or individual. Also includes vouchers, invoice record cards, statements, schedules, registers.	Head	N/A		4	0	4
			Field	N/A		4	0	4
	Ledgers					4	0	4
						Consult Archives.		
		DPC 2B Transmittal Sheet plus the following documents	Head	2	Department	3	0	3
				**	Audit	2	2	4
		(1) Requisition Purchase Orders			See equipment & supplies - procurement			
		(2) Direct Purchase Orders			See equipment & supplies - procurement			
		(3) Interdepartmental Orders			See equipment & supplies - procurement			
		DPC 13 General Commitments	Head	4	Data Processing Ctr.	1	0	1
				**	Department	3	0	3
					Branch	1	0	1
					Branch	1	0	1
		* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.						
		SYMBOLS: ARC ALBERTA RECORDS CENTRE SA: SEMI ACTIVE STORAGE			** Master Copy held by			

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SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		(5) Queen's Printer Purchase Orders			See equipment & supplies - procurement			
		(6) Queen's Printer Purchase Orders			See equipment & supplies - procurement			
		DPC 18 Multiple Data Block	Head	2**	Audit	2	2	4
					Department	3	0	3
		DPC 54 Notice of Delay	Head	3**	Audit	2	2	4
					Department	3	0	3
					Branch	1	0	1
		DPC 2C Transmittal Sheet plus the following documents	Head	2	Department	3	0	3
				**	Audit	2	2	4
		DPC 18 Multiple Data Block			See DPC 2B Transmittal Sheet			
		DPC 54 Notice of Delay			See DPC 2B Transmittal Sheet			
		Vendor Invoices		2**	Audit	2	2	4
					Department	3	0	3
		DPC 2D Transmittal Sheet plus the following documents	Head	2**	Audit	2	2	4
					Department	3	0	3
		DPC 18 Multiple Data Block			See DPC 2B Transmittal Sheet			
		DPC 54 Notice of Delay			See DPC 2B Transmittal Sheet			
		* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.						
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		DPC 19 Payment Directive	Head	**	Audit	2	2	4
			or	2	Department	3	0	3
			Field					
		DPC 19A Payment Directives	Head		Data Processing Ctr.	1	0	1
			or	6	Department	3	0	3
			Field	**	Division (Audit)	2	2	4
					Reference	1	0	1
					Branch	1	0	1
					School	1	0	1
		DPC 20 Expense Accounts	Head	**	Audit	2	2	4
				3	Department	3	0	3
			Field		Branch	1	0	1
		DPC 20A Expense Accounts	Head	3**	Audit	2	2	4
					Department	3	0	3
					Branch	1	0	1
		DPC 21 Expense Accounts	Head	3**	Audit	2	2	4
					Department	3	0	3
					Branch	1	0	1
		Vendor Invoices	Head	3**	Audit	2	2	4
					Department	3	0	3
					Branch	1	0	1
		Receipts	Head	3**	Audit	2	2	4
					Department	3	0	3
					Branch	1	0	1

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SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		DPC 23 Applications for Advances	Head	2**	Audit	2	2	4
					Department	3	0	3
		DPC 2E Transmittal Sheet plus the following documents	Head	2**	Audit	2	2	4
			Field		Department	3	0	3
		DPC 18 Multiple Data Block	Head	**	Audit	2	2	4
				2	Department	3	0	3
			Field					
		DPC 54 Notice of Delay	Head	**	Audit	2	2	4
				3	Department	3	0	3
			Field		Branch	1	0	1
		DPC 14 Notices of Correction Or Cancellation Except From Purchasing Agent	Head	6**	Audit	2	2	4
					Vendor	Vendor Responsibility		
			Field		Branch	1	0	1
					Purchasing Agency	3	0	3
					Department	3	0	3
					Purchasing Agency	1	0	1
		DPC 15 Refunds of Current Expenditure	Head	**	Audit	2	2	4
				4	Treasury	3	0	3
			Field		Department	3	0	3
					Department-Temporary	1	0	1

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		DPC 16 Transfer Vouchers	Head	**	Audit	2	2	4
				2	Department	3	3	0
			Field					
		DPC 22A Revenue Refund Or Remission Memoranda	Head	**	Audit	2	2	4
				4	Treasury	3	0	3
			Field		Department	3	0	3
					Branch	1	0	1
	Procedures	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence.	Head	N/A		3	0	3
			Field	N/A		3	0	3
	Receivable	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5

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		Routine Includes correspondence relating to individual receivable accounts.	Head	N/A		2	2	4
		This applies when a government department provides services or equipment and a charge is involved plus receipt books, statements, invoices.	Field	N/A		3	0	3
	Ledgers					4	0	4
						Consult Archives.		
Allowances		Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Includes correspondence relating to allowances.	Head	N/A		3	0	3
			Field	N/A		3	0	3
Appropriation Control		Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5

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		Routine Includes correspondence, ledgers registers.	Head Field	N/A N/A		2 2	2 2	4 4
Audits and Auditing		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2 2	3 3	5 5
		Routine Includes correspondence relating to the overall administration of auditing matters, methods, procedures and responsibilities for performing required audits also includes reports, statements and ledgers.	Head Field	N/A N/A		2 2	2 2	4 4
		DPC 3 Application to Audit for Notice of New Record	Head	N/A		2	2	4
Banking Accounts		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2 2	3 3	5 5
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		Routine Includes correspondence relating to banking methods and procedures, bank accounts, bank statements, deposit slips, accounts cards, cancelled cheques, deposit registers.	Head	N/A		2	2	4
			Field	N/A		2	2	4
Bank Reconciliation		Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Correspondence, statements, reconciliation working papers, supporting evidence to reconcile items.	Head	N/A		2	2	4
			Field	N/A		2	2	4
Bonds and Bonding		Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Correspondence.	Head	N/A		2	2	4
			Field	N/A		2	2	4
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SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT.	SA or ARC	TOTAL
		Actual Bonds				4 years after expiration. Consult Archives.		
Budget	General	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence of a general nature relating to budgetary practices and procedures, and budgetary controls and programs.	Head	N/A		3	0	3
			Field	N/A		3	0	3
Budgeting	Main Estimates and Budgets	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence and documents issued calling for budget estimate preparation and submission for specific periods and the related guidelines and instructions; budget estimates and supporting justifications plus ledgers, registers.	Head	N/A		2	2	4
			Field	N/A		2	2	4
						Departmental estimates keep 4 fiscal years. Branch estimates keep 2 fiscal years.		

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SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
	Budget Forecast	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Correspondence.	Head	N/A		Department budget forecast keep 5 fiscal years. Branch budget forecast keep 2 fiscal years.		
			Field	N/A				
Cash Overages and Shortages		Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Correspondence.	Head	N/A		2	2	4
			Field	N/A		2	2	4
Cheques		Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5

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		Routine Includes correspondence relating to cheque abstracts, cheque lists and requisitions for cheques and cheque register.	Head	N/A		2	4	6
			Field	N/A		2	4	6
		Cancelled cheques.	Head	N/A		2	4	6
			Field	N/A		2	4	6
Claims	General	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Correspondence.	Head	N/A		2	2	4
			Field	N/A		2	2	4
						After settlement of claim.		
	By the Crown	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Correspondence relating to claims by the Crown.	Head	N/A		2	2	4
			Field	N/A		2	2	4
						After settlement of claim.		

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SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT.	SA or ARC	TOTAL
	Versus The Crown	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Correspondence relating to claims against the Crown.	Head	N/A		2	2	4
			Field	N/A		2	2	4
						After settlement of claim.		
Coding		Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Includes correspondence, code register.	Head	N/A		2	2	4
			Field	N/A		2	2	4
						Consult Archives.		
Contracts, Agreements		Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5

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		Routine Includes correspondence relating to personal and service contracts; individual contract case files including the hiring of consultant services.	Head	N/A		2	2	4
			Field	N/A		2	2	4
						4 years after completion and/or non renewal. Consult Archives.		
Costing		Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Includes correspondence.	Head	N/A		2	2	4
			Field	N/A		2	2	4
Credit		Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Includes correspondence.	Head	N/A		2	2	4
			Field	N/A		2	2	4
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Currency		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence relating to currency including foreign exchange.	Head	N/A		3	0	3
			Field	N/A		2	0	2
		Foreign Exchange Memorandum	Head	**	Treasury	3	0	3
				4	Department	2	0	2
			Field		Department	2	0	2
					Bank	Responsibility of bank.		
Discrepancies		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Correspondence.	Head	N/A		2	2	4
			Field	N/A		2	2	4
Duties and Tariffs (Customs)		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5

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		Routine Correspondence.	Head Field	N/A N/A		3 3	0 0	3 3
Fees (Professional Consultants)		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2 2	3 3	5 5
		Routine Includes consultant and professional services fees, tuition fees for training courses.	Head Field	N/A N/A		2 2	3 3	5 5
Funds	General	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2 2	3 3	5 5
		Routine Correspondence.	Head Field	N/A N/A		2 2	2 2	4 4
	Hospitality	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2 2	3 3	5 5
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		Routine Includes correspondence.	Head	N/A		2	2	4
			Field	N/A		2	2	4
	Revolving	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Includes correspondence relating to the establishment and operational revolving funds and working capital advances used to finance a specific program or operation.	Head	N/A		2	2	4
			Field	N/A		2	2	4
						Consult Archives.		
	Trust	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Includes correspondence, vouchers, deposit statements and ledgers.	Head	N/A		2	2	4
			Field	N/A		2	2	4
						Consult Archives.		

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Insurance		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence.	Head	N/A		2	2	4
			Field	N/A		2	2	4
Overdrafts and Special Warrants		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head			2	3	5
			Field			2	3	5
		Routine						
		Includes correspondence.				2	2	4
						2	2	4
		DPC 7 Application for Special Warrant	Head	**	Audit	2	2	4
				2	Department	3	0	3
Directives, Bulletins, Circulars		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine			Master Copy held by Treasury & Audit. They should consult Archives before disposal.	3	0	3

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Reimbursements		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Correspondence, requisitions and account cards.	Head	N/A		2	2	4
			Field	N/A		2	2	4
Signing Authority		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence relating to financial management signing authorities.	Head	N/A		Until superseded.		
			Field	N/A				
Statistics		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5

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SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		Routine Includes correspondence relating to financial reporting systems; financial management reports, statistics and statements not shown elsewhere in this block.	Head	N/A		2	2	4
			Field	N/A		2	2	4
Taxes		Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Includes correspondence relating to customs and excise tax, provincial sales tax, tax incentives.	Head			2	2	4
			Field			2	2	4
Travel and Relocation	General	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Includes correspondence relating to travel advances, travel allowances including mileage, travel expense claims, relocation expenses.	Head	N/A**	Audit	2	2	4
					Department	3	0	3
			Field	N/A	Branch	1	0	1

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	Expenses (By Name)	Individual employee files.	Head	N/A	Department	3	0	3
			Field	N/A		2	0	2
		Audit Copy processed under transmittal sheet.			Branch	1	0	1
				**	Audit	2	2	4

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SCHEDULE 5

PERSONNEL

Schedule 5 covers records relating to the employment of members of the Civil Service of Alberta. In addition to individual personnel records, this schedule includes such subject records areas as attendance, employment, establishment, leave and holidays, salaries and wages, promotions and reclassifications, training and development of staff and working conditions.

This schedule deals with the official personnel records maintained by the Personnel Branch of each department or agency and with the many duplicate records maintained by other branches, smaller divisions and sections for their own convenience.

The Personnel Administration Office has basic responsibilities in the field of personnel operations assigned to them by the Public Service Act. In this field too, the Provincial Audit and the Public Administration Pension Board have large responsibilities. There are bound to be some overlapping and duplication of records maintained by these three central agencies and the ordinary department.

Cases may arise in which the retention period indicated for subject files relating to personnel will not be sufficient for individual circumstances. In such cases the record could be retained for an additional length of time sufficient to satisfy the departmental needs.

Alberta

SCHEDULE FIVE
PERSONNEL

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT.	SA or ARC	TOTAL
General		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence relating to the general administration of personnel management activities not shown elsewhere in this block, exclusive of correspondence and documents relating to individual employees. Also includes the following registers.	Head	N/A		2	0	2
			Field	N/A		2	0	2
		PMIL-0011 Department Personnel Office Transaction Listing	Head	N/A		1	0	1
		PMIL-0013 Position Excluded from the Bargaining Unit	Head	N/A		1	0	1 Retain March of each year on permanent basis.
		PMIL-0020 Personnel Management Information System	Head	N/A		1	0	1 Retain March of each year on permanent basis.
		* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.						

SYMBOLS: ARC ALBERTA RECORDS CENTRE
SA SEMI-ACTIVE STORAGE

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SCHEDULE FIVE
PERSONNEL

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
Addresses		Employee address lists.	Head	N/A		Until revised		
			Field	N/A		Until revised		
Appeals		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence related to specific appeals.	Head	N/A		3 years after appeal decision		
			Field	N/A		1 year after appeal decision		
		Form PAO 90(A) Position Classification Appeal	Head	1	Master Copy held by Classification Appeal Board	3 years after appeal decision		
			Field			1 year after appeal decision		
		Form PAO 90(B) Position Classification Appeal	Head	1	Master Copy held by Classification Appeal Board	3 years after appeal decision		
			Field			1 year after appeal decision		
Appointments	General	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5

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		Routine Includes correspondence relating to acting appointments, announcements of appointments.	Head	N/A		2	0	2
			Field	N/A		1	0	1
						And superseded or obsolete. Consult Archives.		
	Honorary	Includes correspondence relating to honorary appointments.	Head	N/A		2	0	2
			Field	N/A		1	0	1
	Permanent	Includes correspondence relating to permanent appointments.	Head	N/A		2	0	2
			Field	N/A		1	0	1
						Consult Archives		
	Term	Includes correspondence relating to term appointments.	Head	N/A		2	0	2
			Field	N/A		1	0	1
Attendance and Timekeeping	General	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Includes correspondence relating to attendance and timekeeping in addition to the following forms.	Head	N/A		2	0	2
			Field	N/A		1	0	1

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SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		DPC 108A Notice of Absence	Head or Field	4**	Data Processing Ctr.	3 mos	0	3 mos
					Personnel	2 yrs	0	2 yrs
					Department	2 yrs	0	2 yrs
					Branch	1 yr	0	1 yr
		DPC 154 Time Certificate	Head or Field	4**	Data Processing Ctr.	3 mos	0	3 mos
					Department	2 yrs	0	2 yrs
					Engineer	1 yr	0	1 yr
					Employee	1 yr	0	1 yr
		DPC 154E Temporary Staff Service Timesheet	Head or Field	4**	Data Processing Ctr.	3 mos	0	3 mos
					Department	2 yrs	0	2 yrs
					Branch	1 yr	0	1 yr
					Employee	1 yr	0	1 yr
		DPC 154B Attendance Records	Head or Field	3**	Data Processing Ctr.	3 mos	0	3 mos
					Department	2 yrs	0	2 yrs
					Branch	1 yr	0	1 yr
		DPC 154T Time Certificate - Labour	Head or Field	4**	Data Processing Ctr.	3 mos	0	3 mos
					Department	2 yrs	0	2 yrs
					Engineer	1 yr	0	1 yr
					Employee	1 yr	0	1 yr
		PAO 8 Weekly Attendance Report	Head or Field	1		1 yr	0	1 yr

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		PAO 9 Inspectors Weekly Report	Head or Field	1		1	0	1
		PAO 10 Attendance Record	Head or Field	1		1	0	1
		PAO 11 Absence Report	Head or Field	1	Director of Personnel	1	0	1
		PAO 36 Record of Absence	Head or Field	1		1	0	1
		PAO 911 Employee Leave of Absence Civil Service Association Business	Head or Field	** 3	Department Personnel Office Department Accountant Civil Service Association	1 1 Responsibility of Association	0 0	1 1
		QP 17 Training Allowance - Attendance Record	Head or Field	2		1 1	0 0	1 1
		QP 20 Batch Header for Attendance Report	Head or Field	1		1 1	0 0	1 1

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	Overtime	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence.	Head	N/A		2	0	2
			Field	N/A		2	0	2
		DPC 110 Notice of Overtime	Head or Field	2 **	Data Processing Ctr. Department	3 mos 2	0 0	3 mos 2
	Leave	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence.	Head			2	0	2
			Field			2	0	2
		PA0 58 Application for Staff Development Leave And Agreement	Head or Field	1	Do not file leave forms on individual employee files.	One year after leave period. Rejected applications one year.		

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Awards and Honours		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence relating to decoration and award presentations and recommendations re: Alberta Civil Service Awards.	Head	N/A		2	0	2
			Field	N/A		1	0	1
Canadian Citizenship		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence relating to specific cases.	Head	N/A		2	3	5
			Field	N/A		2	0	2
Classification and Reclassification	General	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5

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		Routine Includes correspondence relating to the classification and reclassification of positions; delegation of classification authority; audits and post-audits.	Head	N/A		2	3	5
			Field	N/A		2	0	2
	Position Files	Individual position files containing certified master copies showing position numbers, description, and position summary.	Head	N/A	Master Copy held by Personnel Administration Office	Until position abolished. Consult Archives.		
			Field	N/A				
	By Category and Group	Includes correspondence relating to classification of positions by category and group.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Includes correspondence relating to classification of positions by category and group including classification challenges, conversion.	Head	N/A		2	3	5
			Field	N/A		2	0	2
Clothing Supplied to Staff		Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
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		Routine Includes correspondence.	Head Field	N/A N/A		4 4	0 0	4 4
Collective Bargaining and Agreements	General	Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2 2	3 3	5 5
		Routine Includes correspondence relating to collective agreements or contracts including guidelines and interpretations; collective agreements by category to set forth certain terms and conditions of employment relating to pay, hours of work, employee benefits.	Head Field	N/A N/A	Master Copy maintained by Personnel Administration Office.	Dept. copy one year after expiry of agreement. Same retention period for field office.		
Committees, Associations, Councils		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2 2	3 3	5 5

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		Routine Includes correspondence, agenda, minutes, working papers and reports.	Head Field	N/A N/A		For departments primarily responsible 5 yrs. Before disposal consult Provincial Archives. For departments associated with but not directly responsible 3 yrs.		
Consultants		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2 2	3 3	5 5
		Routine Includes correspondence with consulting firms.	Head Field	N/A N/A		2 1	0 0	2 1
		DPC 120 Notice of Retainer Fee	Head or Field	2 **	Data Processing Ctr. Department	1 4	0 0	1 4
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Directives, Bulletins, Circulars, (Instructions and Orders)		Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Includes correspondence relating to the Public Service employment regulations; terms and conditions of employment; personnel management directives and guidelines.	Head	N/A	Master Copy held by Personnel Administration Office.	Until superseded.		
			Field	N/A				
Discipline		Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Includes correspondence relating to misconduct, intoxication, misuse of government property.	Head	N/A		3	0	3
			Field	N/A		3	0	3
Employee Official Files		Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5

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		Routine Individual employee files arranged alphabetically by name of employee. Each file contains the following forms.	Head Field	N/A N/A	1 yr. after resignation field offices should forward duplicate files to head office for amalgamation with main file.	Indefinite until official guidelines issued. One year after resignation transfer to Records Centre.		
		DPC 103 Notice of Commencement of Employment	Head Field	4**	Data Processing Ctr. Personnel Department Branch			
		DPC 104 Notice of Change of Employment Status or Salary Rate	Head Field	4**	Audit Personnel Department Branch			
		DPC 105 Notice of Termination	Head Field	4**	Data Processing Ctr. Personnel Department Branch			
		DPC 106 Notice of Change of Personal Status	Head Field	4**	Audit Personnel Department Branch			
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SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		DPC 109 Notice of Transfer	Head	4**	Data Processing Ctr. Personnel			
			Field		Department Branch			
		DPC 113 Notice of Pension Status	Head	3	Data Processing Ctr. Department			
			Field	**	Pension Board			
		DPC 115 Notice of Assignment	Head	3	Data Processing Ctr. Signee			
			Field	**	Department			
		DPC 127 Notice of Cancellation of Assignment	Head	**	Department			
				3	Not Indicated			
			Field		Not Indicated			
		DPC 132A Notice of Retroactive Increment	Head	4**	Data Processing Ctr. Personnel			
			Field		Department Branch			
		DPC 133 Supplementary Voucher	Head	3**	Audit Department			
			Field		Branch			

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Establishment	General	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence relating to the number, grade and category of position; the allotment, increase or decrease of personnel.	Head	N/A		3	0	3
			Field	N/A		3	0	3
						Consult Archives.		
	Organization and Reorganization	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence and organizational charts relating to present structure of department plus correspondence and charts relating to future needs and proposed changes.	Head	N/A		2	3	5
			Field	N/A		2	3	5
						And superseded or obsolete. Before disposal consult Provincial Archives.		

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SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT.	SA or ARC	TOTAL
Evaluation and Performance Appraisal		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence relating to performance appraisals and reviews probationary and notice periods.	Head	N/A		Until termination.		
			Field	N/A				
		PA0 Employee Performance Rating Form	Head or Field	1		Until termination.		
Garnishee		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence.	Head	N/A		4	0	4
			Field	N/A		3	0	3
		DPC 117 Notice of General Garnishment	Head or Field		**Audit Department Branch	4 1 1	0 0 0	4 1 1

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SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		DPC 118 Notice of Income Tax Garnishment	Head or Field	**	Audit Department Branch	4 1 1	0 0 0	4 1 1
Grievances		Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Includes correspondence relating to the handling of grievances and complaints of employees; individual case files.	Head	N/A		3 years after settlement of grievance		
			Field	N/A		3 years after settlement of grievance		
						Consult Archives.		
Insurance and Benefits	General	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5

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		Routine Includes correspondence relating to medical insurance plans, death benefit plans, disability insurance unemployment insurance etc.	Head	N/A		3	0	3
			Field	N/A		1	0	1
	Medical	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Includes correspondence relating to medical insurance plans.	Head	N/A		3	0	3
			Field	N/A		1	0	1
	Unemployment Insurance	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Includes correspondence.	Head	N/A		3	0	3
			Field	N/A		1	0	1
	Workers' Compensation Board (Payments for Accidents and Injuries)	Policy* Records containing statements of or amendments to policies and procedures.	Head			2	3	5
			Field			2	3	5

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		Routine Includes correspondence.	Head Field		Master file retained by Workers' Compensation Board.	3 1	0 0	3 1
Management Classification Plan		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2 2	3 3	5 5
		Routine Includes correspondence.	Head Field	N/A N/A		3 1	0 0	3 1
Manpower Inventories		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2 2	3 3	5 5
		Routine Includes correspondence relating to personnel inventory systems.	Head Field	N/A N/A		Until revised.		

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Manpower Planning and Development		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence relating to the administration of manpower control and planning.	Head	N/A		3	0	3
			Field	N/A		1	0	1
Oaths		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence.	Head	N/A		2	0	2
			Field	N/A				
		PAO 54 Official Oath	Head	1	Original to be Filed on Employee File.			
			Field					
Pension		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5

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		Routine Includes correspondence.	Head Field	N/A N/A	Material dealing with individuals should be placed on Employee File.	3 yrs 3	0 0	3 yrs 3
Recreation (Social and Sport Activities)		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2 2	3 3	5 5
		Routine Correspondence relating to specific events and recreation funds.	Head Field	N/A N/A		2 1	0 0	2 1
Retirement and Separations		Policy* Records containing statements of or amendments to policies and procedures.	Head Field	N/A N/A		2 2	3 3	5 5
		Routine Includes correspondence relating to retirement, resignations, separations, lay-offs, abandonment of positions and relocation of surplus staff.	Head Field	N/A N/A	Material dealing with individuals should be placed on Employee File.	2 2	1 1	3 3
						Consult Archives.		

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Salaries and Wages	General	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence relating to the administration of salary and wage matters and rates of pay.	Head	N/A		4	0	4
			Field	N/A		1	0	1
		DPC 119 Notice of Salary Change and Distribution	Head	**	Audit	4	0	4
			or	3	Department	3	0	3
			Field		Branch	1	0	1
	Deductions	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence plus the following forms and registers.	Head	N/A		4	0	4
			Field	N/A		1	0	1
		DPC 114 Notice of Employee Deduction	Head		Data Processing Ctr.	1	0	1
				3**	Department	4	0	4
			Field		Branch	1	0	1
		DPC 114A Listing of Employee Deduction	Head			4	0	4
				1				
			Field			1	0	1

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SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		Notice of Change of Income Tax Exemption Register	Head	N/A		1	0	1
		Unemployment Insurance Deduction for Partial Month Register	Head	N/A		1	0	1
		Parking Statement Register	Head	N/A		1	0	1
		Transaction Listing Register	Head	N/A		1	0	1
		DPC 620 Group Life Insurance Deduction Register	Head	N/A		1	0	1
		DPC 631 Listing of Bond Deduction	Head	N/A		1	0	1
		DPC 634A Alberta Health Care Deduction Register	Head	N/A		1	0	1
		DPC 634B Alberta Blue Cross Deduction Register	Head	N/A		1	0	1
		DPC 605 C.S.A. Deduction Register	Head	N/A		1	0	1
	Registers	Records relating to salary which are important in the calculation of future benefits i.e. pensions				Indefinite until official guidelines issued.		
		* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.						

SYMBOLS: ARC ALBERTA RECORDS CENTRE
SA SEMI-ACTIVE STORAGE

DATE ...12/75..

Alberta

SCHEDULE FIVE
PERSONNEL

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		DPC 602 Salary Payroll Register	Head	N/A		Permanent until guidelines are issued.		
		DPC 607 Number and Classification of Salary Employee	Head	N/A		1	0	1
		DPC 635 Salary Position	Head	N/A		1	0	1
		DPC 635A Salary Position, Departmental Vacancy Register	Head	N/A		1	0	1
		DPC 644 Overtime Paid	Head	N/A		1	0	1
		DPC 647 Salary Position By Class	Head	N/A		1 Retain March of each fiscal year on permanent basis until guidelines are issued.	0	1
		DPC 751 Cost Summary	Head	N/A		1	0	1
		DPC 627 Management Market Adjustment Transaction	Head	N/A		1	0	1

* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.

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SCHEDULE FIVE
PERSONNEL

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		DPC 651 Payroll Register	Head	N/A		Permanent retention until guidelines are issued.		
		DPC 653 Wage Distribution Register	Head	N/A		1	0	1
		DPC 655 Number and Classification of Wage Employee	Head	N/A		1	0	1
Staffing and Employment	General	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence relating to the staffing of positions, delegation of staffing authority employment of handicapped persons etc.	Head	N/A		3	0	3
			Field	N/A		1	0	1
	Applications	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5

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DATE 12/75

Alberta

SCHEDULE FIVE
PERSONNEL

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
		Routine Includes correspondence relating to applications for employment, offers of service, etc.	Head	N/A		2	0	2
			Field	N/A		2	0	2
		PA0 1 Application for Employment Successful	Head Field	1	Add to employee file.	See employee file.		
		PA0 2 Testimonial as to Character Habits and Ability. Successful	Head or Field	1	Add to employee file.	See employee file.		
		PA0 1 Application for Employment Unsuccessful	Head or Field	1		2 years after closing of competition		
		PA0 2 Testimonial as to Character Habits and Ability. Unsuccessful.	Head or Field	1		2 years after closing of competition		
	Competitions	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Includes correspondence relating to competitions and examinations.	Head	N/A		2 years after interview date		
			Field	N/A		1 year after interview date		
		* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.						
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PERSONNEL

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
	Eligibility	Correspondence lists.	Head	N/A		1	0	1
			Field	N/A		1	0	1
	Employment Programs	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A				
		Routine						
		includes correspondence relating to Student Temporary Employment Program, Priority Employment Program and other employment programs.	Head	N/A		3	0	3
			Field	N/A		1	0	1
	Requisitions	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence relating to requests for staff to fill vacancies, replacements, etc.	Head	N/A		3	0	3
			Field	N/A		3	0	3
		Form 101A Listing of Approved Positions Budget Bureau		3**	Budget Bureau	3	0	3
					Audit	4	0	4
					Department	1	0	1
		* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.						
		SYMBOLS: ARC ALBERTA RECORDS CENTRE SA SEMI ACTIVE STORAGE			** Master Copy held by			

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SCHEDULE FIVE
PERSONNEL

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT.	SA or ARC	TOTAL
	Transfers	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence relating to the transfer of staff.	Head	N/A		2	0	2
			Field	N/A		1	0	1
	Wage and Temporary Staff	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence relating to the hiring of wage and temporary services employees.	Head	N/A		3	0	3
			Field	N/A		1	0	1
Surveys and Studies		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence relating to personnel management surveys, studies and systems.	Head	N/A		2	3	5
			Field	N/A		2	3	5

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And superseded or obsolete. Before disposal consult Provincial Archives.

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PERSONNEL

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT	SA or ARC	TOTAL
Terms and Conditions for Excluded Employees		Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Correspondence relating to specific cases.	Head	N/A		2	3	5
			Field	N/A		2	0	2
Training and Development	General	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine						
		Includes correspondence relating to the general administration of training functions and activities: training schedules, directives, etc.	Head	N/A		3	0	3
			Field	N/A		1	0	1
	Provincial Government Courses	Policy*						
		Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5

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Alberta

SCHEDULE FIVE
PERSONNEL

SUBJECT GROUP	SUBJECT	DESCRIPTION	OFFICE	NO. of COPIES	DISTRIBUTION	RETENTION PERIOD DEPT.	SA or ARC	TOTAL
		Routine Includes correspondence relating to departmental courses, course content, attendance records, evaluation reports and comments.	Head	N/A		2	3	5
			Field	N/A		3	0	3
	University and College Courses	Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Includes correspondence relating to University and College Courses, course content, attendance records, evaluation reports and comments.	Head	N/A		2	0	2
			Field	N/A		1	0	1
Union Relations		Policy* Records containing statements of or amendments to policies and procedures.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		Routine Includes correspondence relating to relationships between management and employees' union, groups or associations; use of employees' facilities; union dues etc.	Head	N/A		2	3	5
			Field	N/A		2	3	5
		* Policy records are normally retained until obsolete or superseded. Also the Archives must be consulted prior to disposal.				And superseded or obsolete. Before disposal consult Provincial Archives.		

SYMBOLS: ARC ALBERTA RECORDS CENTRE
SA SEMI-ACTIVE STORAGE

DATE .12/75..

APPENDICES

Bill 27

Supplied by Queen's Printer Edmonton — Price 50¢

APPENDIX A

1975

(Second Session)

CHAPTER 11

THE DEPARTMENT OF GOVERNMENT SERVICES ACT

(Assented to June 25, 1975)

Records management programs

7. (1) In this section

(a) "department" means a department of the public service of Alberta and includes

(i) any board, commission or organizational unit that forms part of the public service of Alberta but that is not part of any department,

(ii) any corporation that is an agent of the Crown in right of Alberta,

(iii) any corporation, commission, board or other body empowered to exercise judicial or quasi-judicial or governmental functions and whose members are appointed by an Act of the Legislature, the Lieutenant Governor in Council, or a Minister of the Crown, or any combination thereof, and

(iv) any court established by the Legislature;

(b) "person" includes any department;

(c) "public records" means all original documents, parchments, manuscripts, records, books, maps, plans, photographs, magnetic tapes or other documentary materials regardless of physical form owned by and in the possession of a department;

(d) "records management" means a program instituted to provide economies and efficiency of operation in handling records by the establishment of controls in respect of the quantity and quality of records, the organization of files and the maintenance and disposition of records.

(2) The Minister is responsible for

(a) the preparation and implementation of an inter-departmental records management program;

(b) the destruction of public records upon the advice of the Public Records Committee;

(c) the provision of such other services as may be required from time to time in furthering the purposes of this section.

(3) There shall be a Committee to be known as the Public Records Committee which shall consist of

(a) the Deputy Minister, or a person designated by the Minister to act in the place of the Deputy Minister, who shall be chairman,

(b) a representative of the Attorney General, who shall be vice-chairman,

(c) the Provincial Archivist, who shall be secretary,

(d) a representative of the Provincial Auditor, and

(e) such other members of the public service as may be appointed by the Lieutenant Governor in Council.

(4) The Public Records Committee may, subject to the regulations,

(a) establish disposition schedules including retention, destruction or transfer to the Provincial Archives of public records;

(b) authorize the destruction of any public record that is no longer required for any purpose.

(5) Subject to the regulations, any public record in the possession of a department shall be dealt with by the department in accordance with the disposition schedules established by the Public Records Committee.

(6) Each department shall appoint an employee of the department to act as a records officer and to be responsible for all aspects of records management within that department.

(7) The Lieutenant Governor in Council may make regulations

(a) designating any document or class of documents to be or not to be a public record for the purposes of this section;

(b) governing the preservation or destruction of any public record or class of public record;

(c) prohibiting or restricting access to public records;

(d) designating public bodies which shall be required to preserve their records, prescribing the nature of the records to be preserved and the period of time they are to be preserved and providing for their preservation by the Provincial Archives of Alberta if necessary;

(e) respecting any other matter necessary to give effect to the intent of this section.

APPENDIX B

SCHEDULING RULES AND SUGGESTIONS

When departments and agencies are determining retention periods for records they should apply the following general questions to each group of records:

1. Has all action on the records been concluded or has the information on file served its purpose? Would any information contained therein be of further significant value either for administrative, legal, fiscal or research purposes to the creating department or agency, or to any other governmental department or agency?

2. What, if any, are the statutory requirements concerning the retention period of the record? Will the records or information be required to support a claim by the government, or to refute one against the government?

3. Will the records or information be required for the protection of the civil, legal, property or other rights of the government or the general public?

4. Do other departments or agencies retain copies of the records?

5. Is the substance of the records available in a more permanent form such as in an annual report or other comprehensive document?

6. What would be the cost of maintaining the records for a lengthy period of time, and what would be the possible future value to be obtained compared to this cost?

7. What is the frequency of reference to the records?

8. Are the records necessary to the creating department or to the Provincial Archives of Alberta to document the agency's activities or its historical development?

APPENDIX 'C'

PUBLIC RECORDS COMMITTEE

INSTRUCTIONS FOR USE

REQUEST FOR RECORDS DISPOSITION AUTHORITY FORM PRC 1

The REQUEST for RECORDS DISPOSITION AUTHORITY FORM number PRC 1, must be used by all departments when requesting the Public Records Committee to authorize the disposition of public records in the possession of that department.

Detailed instructions for the completion of the form are shown overleaf.

The procedure is as follows:

1. The form is to be completed by the Departmental Records Officer or his delegate in triplicate. It is required that the DRO sign all submissions even though he may not have completed the form.

2. The first and second copies are to be sent to the Public Records Committee and the third copy retained by the DRO for his records. It is not necessary to submit a covering memo or letter, unless additional information must be brought to the attention of the committee.

3. After amending and authorizing the disposition, the Public Records Committee will sign and enter an Approval No. in the box provided in the top right-hand corner and return the second copy to the DRO. The first copy will be retained by the committee for its records.

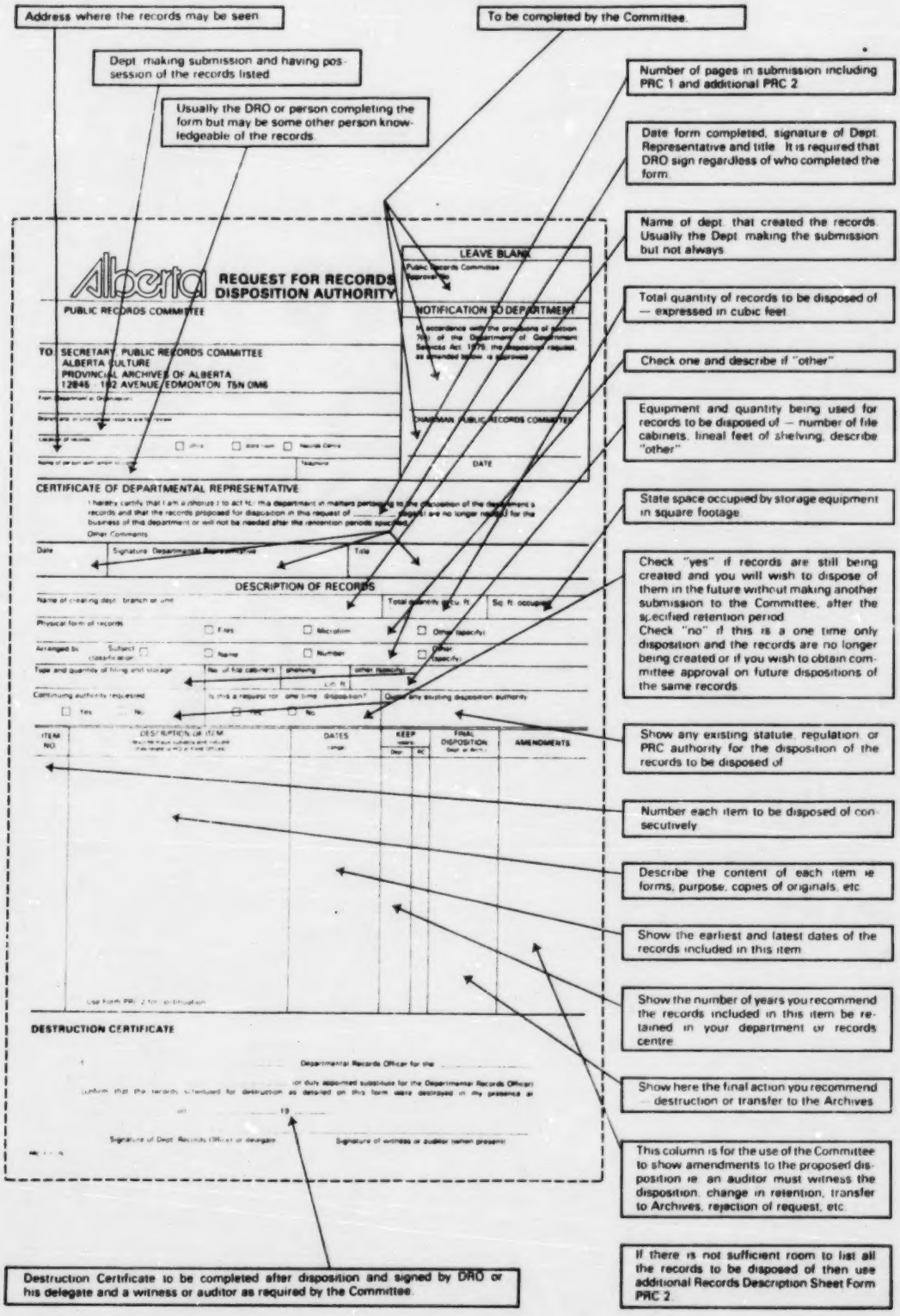
4. The DRO may proceed with the disposition upon receipt of the second copy as amended and approved by the Committee. He will enter the Approval No. on his third copy.

5. After disposition has taken place the DRO or his delegate and the witness or auditor must sign the Destruction Certificate on the bottom of the form, and retain this copy for future reference.

6. The third copy must also be signed and returned to the Provincial Archivist, 12845 - 102 Avenue, Edmonton T5N 0M6.

PLEASE TURN OVER

DETAILED INSTRUCTIONS


Address where the records may be seen
To be completed by the Committee.
Dept. making submission and having possession of the records listed
Usually the DRO or person completing the form but may be some other person knowledgeable of the records.
Number of pages in submission including PRC 1 and additional PRC 2
Date form completed, signature of Dept. Representative and title. It is required that DRO sign regardless of who completed the form.
Name of dept. that created the records. Usually the Dept. making the submission but not always.
Total quantity of records to be disposed of — expressed in cubic feet
Check one and describe if "other"
Equipment and quantity being used for records to be disposed of — number of file cabinets, lineal feet of shelving, describe "other"
State space occupied by storage equipment in square footage
Check "yes" if records are still being created and you will wish to dispose of them in the future without making another submission to the Committee, after the specified retention period.
Check "no" if this is a one time only disposition and the records are no longer being created or if you wish to obtain committee approval on future dispositions of the same records.
Show any existing statute, regulation or PRC authority for the disposition of the records to be disposed of.
Number each item to be disposed of consecutively.
Describe the content of each item ie forms, purpose, copies of originals, etc.
Show the earliest and latest dates of the records included in this item.
Show the number of years you recommend the records included in this item be retained in your department or records centre.
Show here the final action you recommend — destruction or transfer to the Archives.
This column is for the use of the Committee to show amendments to the proposed disposition ie. an auditor must witness the disposition, change in retention, transfer to Archives, rejection of request, etc.
If there is not sufficient room to list all the records to be disposed of then use additional Records Description Sheet Form PRC 2.
Destruction Certificate to be completed after disposition and signed by DRO or his delegate and a witness or auditor as required by the Committee.
LEAVE BLANK
REQUEST FOR RECORDS DISPOSITION AUTHORITY
PUBLIC RECORDS COMMITTEE
NOTIFICATION TO DEPARTMENT
CHAIRMAN, PUBLIC RECORDS COMMITTEE
DATE
TO: SECRETARY, PUBLIC RECORDS COMMITTEE
ALBERTA CULTURE
PROVINCIAL ARCHIVES OF ALBERTA
12845 - 102 AVENUE, EDMONTON T5N 0M6
CERTIFICATE OF DEPARTMENTAL REPRESENTATIVE
Other Comments
Date
Signature Departmental Representative
Title
DESCRIPTION OF RECORDS
Name of creating dept. branch or unit
Total quantity cu. ft.
Sq. ft. occupied
Physical form of records
Files
Microfilm
Other (specify)
Arranged by
Subject classification
Name
Number
Other (specify)
Type and quantity of filing and storage
No. of file cabinets
shelving
other (specify)
Lin. ft.
Continuing authority requested
Is this a request for one time disposition?
Does any existing disposition authority
Yes
No
ITEM NO.
DESCRIPTION OF ITEM
DATES
KEEP years
Dept.
RC
FINAL DISPOSITION
AMENDMENTS
Use Form PRC 2 for continuation
DESTRUCTION CERTIFICATE
Departmental Records Officer for the
or duly appointed substitute for the Departmental Records Officer)
confirm that the records scheduled for destruction as detailed on this form were destroyed in my presence at
on
19
Signature of Dept. Records Officer or delegate
Signature of witness or auditor (when present)

PLEASE TURN OVER

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